

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

**RPA-EMS 010****EFFECTIVE DATE:**

1. <b>DGS OFFICE OR CLIENT AGENCY</b> EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. <b>UNIT NAME AND CITY LOCATED</b> Emergency Medical Services Division	3. <b>CLASS TITLE</b> Health Program Manager I
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8:00 a.m. to 5:00 p.m.	5. <b>SPECIFIC LOCATION ASSIGNED TO</b> Sacramento
6. <b>PROPOSED INCUMBENT (If known)</b>	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b>

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the EMS Systems Division Chief, the incumbent serves as the EMS Systems Division Manager. The position requires specific knowledge of emergency medical services, state budget process, Federal Block Grant requirements, and grant writing and is responsible for the following duties:

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
35%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>The EMS Systems Division Manager provides professional support and technical assistance to local EMS agencies, public and private EMS providers, public safety agencies, and various committees on EMS related special projects. The incumbent plans, coordinates, oversees, and evaluates all stages and activities required in accordance with department policies and procedures, California Regulations and Statutes, federal grant requirements, S.A.M., using the Microsoft suite of office products (Word, Excel, PowerPoint, Outlook), and other technological and non-technological work tools.</p> <p>In order to direct and supervise the development of all regulations, standards, guidelines, and policy for EMS Planning and Development, EMS Transportation, EMS Communications and California Poison Control System, as directed by the EMS Systems Division Chief:</p> <ul style="list-style-type: none"> <li>• Directs the review of ambulance exclusive operating areas as defined in statute, the implementation of the EMS Standards and Guidelines, the review of local EMS Plans and Plan updates, and the review of EMS Regional Agency contractual compliance by: <ul style="list-style-type: none"> <li>• Reviewing and makes recommendations to the Division Chief for EMS Regional Agency contract revisions; including Budget Change Proposals for augmentation,</li> <li>• Ensuring staff meets established deadlines from the EMSA Strategic Plan</li> </ul> </li> <li>• Directs the development of the State Communications Plan and Emergency Medical Dispatch regulations by: <ul style="list-style-type: none"> <li>• Assisting program staff with Communication Plan development,</li> <li>• Ensuring grant budget is adhered to,</li> <li>• Providing direction to staff on the development of dispatch regulations,</li> <li>• Representing the EMS Authority at state meetings,</li> <li>• Ensuring staff meets established deadlines from the EMSA Strategic Plan</li> </ul> </li> </ul>

<p>30%</p>	<ul style="list-style-type: none"> <li>• Directs the review of Poison Center operations by: <ul style="list-style-type: none"> <li>• Managing the audit of Poison Center operations for contractual and regulatory compliance including site visit,</li> <li>• Reviewing and makes recommendations to the Division Chief for contract and/or regulation revision</li> </ul> </li> </ul> <p>In order to direct and supervise the development of all regulations, standards, guidelines, and policy for the California EMS Information System (CEMSIS) and Quality Improvement (QI) Program as directed by the EMS Systems Division Chief:</p> <ul style="list-style-type: none"> <li>• Directs the development of the program aspects of CEMSIS by: <ul style="list-style-type: none"> <li>• Managing the review of data elements and code set for compliance with the National EMS Information System (NEMSIS),</li> <li>• Coordinating working with local EMS agencies with local data system development to be in compliance with CEMSIS,</li> <li>• Managing the testing of incoming data for compliance with the rules associated with CEMSIS,</li> <li>• Managing the development of standard and special request data reports, and</li> <li>• Managing the maintenance contract with the software vendor</li> </ul> </li> <li>• Directs the development of the State Quality Improvement Program by: <ul style="list-style-type: none"> <li>• Assisting program staff in the development (and revisions as needed) of the State QI Plan to be submitted to the EMS Commission for approval,</li> <li>• Managing the review of local EMS agency QI Plans,</li> <li>• Assisting program staff with the Statewide QI Committee</li> <li>• Managing the development and revision of state QI indicators for use by local EMS agencies and EMS providers, and</li> <li>• Collaborating with CEMSIS staff to ensure the data system meets the needs of the QI Program including review of data elements, code sets and report generation</li> </ul> </li> </ul>
<p>20%</p>	<p>In order to coordinate activities related to hospital issues:</p> <ul style="list-style-type: none"> <li>• Facilitates appropriate task forces created to address specific hospital issues as determined by the Director by: <ul style="list-style-type: none"> <li>• Developing membership from EMS constituents appropriate to the subject matter</li> <li>• Scheduling meetings, prepares agendas and utilizes e-mail correspondence to task force members;</li> <li>• Coordinating meeting location logistics including maps, audio-visual and lunch;</li> <li>• Preparing minutes and ensures follow-through on task force activities;</li> <li>• Preparing drafts of task force documents for review and revision;</li> <li>• Coordinates public comment periods and finalizes documents as needed, and</li> </ul> </li> <li>• Monitors hospital issues that effect the EMS System by: <ul style="list-style-type: none"> <li>• Reviewing hospital closure impact evaluations from Local EMS agencies and provides analysis to EMS Systems Division Chief</li> <li>• Maintaining hospital/emergency department closure/downgrade listing in Excel format</li> <li>• Liaisons with Local EMS agency administrators and EMS Coordinators on emergency department diversion issues by: <ul style="list-style-type: none"> <li>○ Monitoring press clippings on hospital issues through HHS PIO news clipping e-mails and California Healthline list serve, and</li> <li>○ Attending EMS Administrators Association meetings as needed</li> </ul> </li> </ul> </li> </ul>
<p>5%</p>	<p>In order to provide the necessary Federal CDC Block Grant reports to the Department of Health Services:</p> <ul style="list-style-type: none"> <li>• Coordinates with assigned program staff the writing of program success stories as part of the annual block grant progress report by:</li> </ul>

5%	<ul style="list-style-type: none"> <li>• Utilizing format provided by DHS/CDC as a Word document</li> <li>• Submitting completed success stories to Division Chief for review by stated deadline</li> <li>• Coordinates with assigned program staff the writing of Federal CDC Block Grant applications by: <ul style="list-style-type: none"> <li>• Utilizing format provided by DHS/CDC as a Word document</li> <li>• Submitting completed applications to Division Chief for review by stated deadline</li> <li>• Coordinating with assigned program staff the writing of annual progress reports for the Federal CDC Block Grants</li> <li>• Utilizing format provided by DHS/CDC as a Word document</li> <li>• Submitting completed applications to Division Chief for review by stated deadline</li> </ul> </li> </ul> <p>In order to assist the EMS Systems Division in maintaining the necessary program funds and assist in advancing program opportunities through grant funding:</p> <ul style="list-style-type: none"> <li>• Reviews available grant funding for assigned EMS activities from federal, state and private funding sources by: <ul style="list-style-type: none"> <li>• Monitoring <a href="http://www.grants.gov">www.grants.gov</a> for federal grants, Office of Traffic Safety website for grant opportunities and other private funding websites</li> </ul> </li> <li>• Reviews possible grant opportunities with Division Chief and administration for feasibility.</li> <li>• Assists staff with grant writing by: <ul style="list-style-type: none"> <li>• Utilizing specific grant guidance and necessary forms provided by organization providing grant opportunity.</li> </ul> </li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Makes presentations to management, federal and local government agencies and other officials on California hospital issues using the appropriate software.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes, principles and practices of employee supervision, development and training; methods and techniques of effective leadership; Federal, State and local health programs, policies, objectives, and constraints; equal employment opportunity and affirmative action policies.</p> <p>Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and</p>

	<p>committees as a program representative, supervise staff; manage a health program or project; establish and maintain priorities; effectively utilize available resources; apply and recommend changes in health regulations, policies and procedures; establish and maintain cooperative relations with a variety of governmental, educational and provider entities; effectively carry out equal employment opportunity and affirmative action policies.</p> <p>NOTE: The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.</p>	
	<p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or or a health/ medical background.</li> <li>• Strong written, analytical, interpersonal and oral communications skills,</li> <li>• Ability to act with flexibility and tact.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Work well as part of a team and independently as necessary</li> <li>• Build good working relationships with constituents, colleagues, and consultants.</li> </ul> <p><b>WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Office environment, business dress for a professional office</li> <li>• Present self professionally</li> <li>• Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently</li> <li>• Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government</li> <li>• Ability to consistently exercise good judgment and effective communication skills</li> <li>• Ability to use a computer</li> <li>• Ability to travel on an occasional to moderate basis and occasionally work overtime</li> </ul>	
<p>11. SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></p>		
<p>SUPERVISOR'S NAME (Print)</p> <p>Bonnie Sinz</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>12. EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></p>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>